

# Environmental Health Specialist I

## (Consumer Environmental Health)

*This is the entry-level Environmental Health Specialist position. Individuals appointed to this position may be promoted to Environmental Health Specialist II after two years of satisfactory experience at the I level, and obtaining and maintaining registration as a Registered Sanitarian (R.S.) with the State of Wisconsin.*

**PURPOSE:** The Environmental Health Specialist I conducts inspections, investigations, assessments, consultations, and takes enforcement action related to food safety, convenience store security requirements, fire prevention violations, accuracy of prepackaged commodities, food-labeling requirements, tattoo and body piercing codes and regulations, scanner price verifications, and accuracy of weighing and measuring devices.

### ESSENTIAL FUNCTIONS:

- Conduct risk assessments and food safety inspections, evaluate food handling and production practices and take enforcement action. Provide consultation and suggest corrective action to eliminate health and safety risks. Provide food safety education and training. Investigate food and water disease complaints and outbreaks. Collect food and environmental samples. Evaluate equipment to determine compliance with state and national standards.
- Inspect and test commercial weighing and measuring devices. Conduct scanner price verifications. Check prepackaged commodities for accuracy and labeling requirements and investigate complaints.
- Issue reports documenting conditions or violations. Employ enforcement actions. Prepare reports and summaries of investigations and studies, maintain work records, appear as prosecution witness in court, and provide testimony during license revocation hearings. Act as back up for Environmental Health Supervisor in his/her absence. Assist in training other Environmental Health Specialists as directed.
- Inspect tattoo and body piercing establishments, conduct investigations and respond to complaints.
- Conduct fire prevention inspections and enforce fire safety requirements.
- Conduct security inspections in convenience stores, issue orders and make referrals to Milwaukee Police.
- Perform other related functions as assigned.

### MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Environmental Health, Public Health, Physical, Biological or Sanitary Science, or closely related field from an accredited college or university.
  - **Note:** An **Associate's Degree** in any of the above fields of study **and at least 2 years of professional experience** related to the essential functions above, including experience in the food industry performing quality control/assurance activities and/or assessments or investigations, will also be considered.
2. A minimum of **one college-level course in Microbiology** is strongly preferred.
  - *Note: Equivalent combinations of education and experience may also be considered*
3. Ability to transfer objects weighing at least 50 pounds.
4. Valid Driver's license (at time of appointment) and availability of a properly insured personal automobile for use on the job (car allowance provided) throughout employment.
5. Residence in the City of Milwaukee within six months of appointment and throughout employment.

### KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

- Ability to communicate effectively in both oral and in written communication.
- Ability to be diplomatic and persuasive.
- Ability to work outdoors in all weather conditions.
- Knowledge of computers including Internet, word-processing; and spreadsheet software.
- Excellent interpersonal skills and ability to maintain good working relationships with a multi-cultural, multi-disciplinary staff and the public.
- Good reasoning and problem-solving skills.
- Ability to perform mathematical calculations and interpret data.
- Knowledge of principles of food safety and the risk factors that contribute to food-borne illnesses.

**THE CURRENT SALARY RANGE (530) IS:** \$39,094 to \$44,257 annually with excellent benefits.